



CACB CCCA

VISITING TEAM CHAIR'S PROTOCOL

Cyclical Accreditation Review

This document should be read in conjunction with the CACB Procedures for Accreditation documents. In case of inconsistencies, the CACB Procedures for Accreditations shall govern.

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1- Roles and Responsibilities

The Visiting Team Chair is fully in charge throughout the site visit and its preparation

Prior to the Site Visit

- Reviews the *APR* and completes the APR Review Form;
- Recommends the acceptance or rejection of the *APR* to the CACB Board;
- Reviews Section 2.1.2 of the CACB Procedures for Accreditation; Conflicts of Interest and verify to the CACB office that no conflict of interest exists;
- reviews the *CACB Conditions and Terms for Accreditation* and *CACB Procedures for Accreditation*, and the team members' resumes;
- Maintains strict confidentiality and sign the CACB confidentiality agreement, as specified under Section 4.2 Maintaining Confidentiality; and
- Adheres to the timeline and schedules set out in this document.
- Informs team members of their roles and responsibilities;
- Works with the Program to develop a site visit schedule (including all meetings) and offers advice on the content and organization of the Team Room; and
- Works with the CACB office to schedule a conference call meeting with the Visiting Team to discuss visit responsibilities, and emphasize the preparation required.

During the Site Visit

- Conducts an orientation for all Visiting Team participants on Day 1 of the visit as described in Section 2.3.1.2 Team Orientation, and requests any additional documentation the Visiting Team may need from the Program;
- Leads the Visiting Team in all activities, introduces the team to all involved, and speaks on behalf of the team at meetings and events; and
- Complies with the requirements of *CACB Conditions and Terms for Accreditation* and *CACB Procedures for Accreditation*.

After the Site Visit

Coordinates the production of the *VTR* with Visiting Team members, ensuring that timelines and schedules set out in this document are adhered to;

- Sends the confidential recommendation, with signature pages to the CACB office;
- Sends the Final Draft *VTR* to the Program for corrections of fact;
- Consults with the CACB on any corrections or clarifications requested by the Program;
- Submits the Final *VTR* to the CACB; and
- Reviews the first full narrative Annual Report (AR) following the accreditation visit.

2- Reviews the Architecture Program Report (APR)

APR is due on **September 15th** the year preceding the visit.

The Visiting Team Chair must review the APR and complete the APR Review Form within 2 weeks of receipt.

The primary purpose of this review is not to assess the quality of the Program but rather to determine the completeness and clarity of the APR, and to discern the complexity of the Program's structure. Issues that can affect the size of the team or length of the site visit, such as the existence of multiple or satellite Programs should be taken into account in setting up the visit. A copy of the completed APR Review Form is forwarded to the Program. The Program has 3 weeks to provide any additional information as identified in the APR Review Form.

3- Rules of Communication

- All correspondence, regarding the accreditation review process, between the Visiting Team Chair and the Program Head must be copied to the CACB.
- All correspondence, regarding the accreditation review process, between the CACB and the Program Head must be copied to the Visiting Team Chair.
- All correspondence, regarding the accreditation review process, between the Visiting Team Chair and the Program Head, ends once the final VTR is submitted.

4- Setting the Site Visit Schedule and Agenda

Site visits are typically scheduled during the months of February or March following the submission of the APR. Site visits are scheduled while studio classes are in session.

The team Chair will work with the Program to develop a site visit agenda (see Appendix A-3). The agenda should accommodate the particular circumstances of the Program and the Visiting Team Chair.

Time must be allocated for reviewing exhibited work, conducting interviews, and drafting the VTR.

At least **6 weeks** prior to the site visit, the schedule and agenda must be finalized by the Program, and accepted by the Team Chair and distributed to Visiting Team members (and Observers if applicable) prior to the Visiting Team conference call.

5- The Team Room

Prior to the visit, the Team Chair discusses with the Program the content and the organization of the Team Room. The Team Room must be a secure and private space set up in the Program's facilities so that the Visiting Team can evaluate the Program and carry out their work in privacy. The Team Room must contain student studio work, student course work and have a Team 'work area. The presentation of student work could be in either digital and/or physical format. Faculty member photos in the room or elsewhere in the building are also helpful for the Visiting Team

6- The Visiting Team

The core Visiting Team is comprised of five voting members (including the Team Chair). It is comprised of two members representing the CCUSA, who are experienced architectural educators; two members representing the CALA, who are broadly experienced practicing architects; and a student representative or an intern.

The team should respect that non-voting members are in training, but participate fully in the site visit and in the preparation of the draft *VTR* but **do not participate in the vote**.

Non-voting members must leave the Team Room before voting occurs.

7- Team Training

All Visiting Team members (including the Team Chair) must meet CACB training requirements.

8- Visiting Team Travel Arrangements

The Team Chair consults with the Program on the best way to coordinate and organize the Visiting Team Travel Arrangements in accordance with the current CACB expense policy. Hotel accommodations must include a suitable private room for team meetings. The Visiting Team should expect to be informed of their accommodations at least 4 weeks prior to the visit.

9- Visiting Team Conference Call(s)

No later than **1 week** prior to the Site Visit, the Team Chair must organize a conference call with the Visiting Team to identify issues and concerns in the APR and to discuss visit responsibilities.

10- Visiting Team orientation and document review

Visiting Team members must arrive on Saturday and remain through mid-day on Wednesday, as specified in the agenda. The Team Chair conducts the Visiting Team orientation in which:

- CACB Conditions and Terms for Accreditation and CACB Procedures for Accreditation are reviewed;
- interview protocols for various meetings and generally establishes how the team will work together are discussed;
- the APR and any issues and causes for concern are reviewed and identified;
- the questions that need to be addressed during the site visit are identified and prioritized; and
- team assignments are outlined with the potential for agenda details to be revised.

11- Maintaining Confidentiality

The Team Chair ensures that the Visiting Team members, including non-voting members, sign the Confidentiality Agreement. Visiting Team members must maintain strict confidentiality in perpetuity with respect to materials reviewed, interviews conducted, and team deliberations, including the Visiting Team's confidential recommendation to the CACB Board on a term of accreditation.

12- Debriefing sessions

The Team Chair conducts daily debriefing sessions.

Each evening, the Visiting Team meets to evaluate its progress, adjust assignments, and assess the need for additional information. During these sessions, material for the preparation of the VTR should be summarized.

13- Accreditation deliberations and drafting of the VTR

The last evening of the site visit is devoted to developing consensus on the Program's performance in relation to each of the CACB Conditions and Terms for Accreditation, drafting the VTR, and agreeing on the confidential recommendation to the CACB Board on the term of accreditation. **Non-voting members must leave the Team Room before voting occurs.** By the end of the evening, the VTR should be in draft form and ready for editing by the Team Chair.

14- Exit meetings

The Team Chair reads the Team's General Comments, Program Strengths, and Causes of Concern from the draft VTR. **No information regarding the Conditions or SPCs met and not met, or regarding the confidential recommendation, may be divulged in any form.**

These meetings provide the opportunity for discussion and clarifications, and are held in the following order:

- Program Head;
- Dean(s) or equivalent; and
- University President and Provost.

Absolutely no information regarding the confidential Visiting Team recommendation should be communicated. This remains the role of the CACB Board, following its final decision.

15- Signature Pages

The team Chair is responsible for gathering the signature of the Visiting Team

At the completion of the visit, the Visiting Team Chair sends the confidential recommendation on the term of accreditation directly to the CACB, along with signatures of voting team members.

16- Draft Visiting Team Report (VTR)

An Initial Draft of the VTR is to be completed by the end of the visit. This draft is signed by all team members and forms the basis for further versions.

The Team Chair sends to the Program, with a copy to the CACB, within **5 weeks** of the end of the site visit, a team-approved final draft of the *VTR*, **excluding the confidential recommendation on the term of accreditation**.

The Final Draft is signed only by the Team Chair, whose signature certifies that the Team has been consulted.

17- Final Visiting Team Report (VTR)

The Program is given 2 weeks in which to make a response to the Final Draft VTR. The Program sends its comments to the Visiting Team Chair with a copy to the CACB. Should the Program suggest amendments to the report that are other than corrections of fact, the Visiting Team Chair copies the response to the Visiting Team members.

Within 2 weeks after receipt of the Program's comments to the VTR by the CACB, the Team Chair and the CACB Executive Director review the Program's response, make revisions as applicable, and send the Final VTR to the Program and to all the Visiting Team members, with a copy to the CACB.

The Program may provide a response for the Board to review in making their accreditation decision. Any such response forms a permanent attachment to the VTR and should be sent directly to the CACB.

Any other correspondence related to the VTR will not be considered.

The Final VTR is signed only by the Team Chair, whose signature certifies that the Team has been consulted.

18- Team Chair and Team Member Evaluation Forms

After the Visit, the Team Chair completes the Team Chair Evaluation Form (Appendix 5) and reminds the rest of the team to complete their respective form (Visiting Team Evaluation Form, Appendix 6).

19- Review of the Annual Report

The Team Chair reviews and makes recommendations to the CACB on the first full Program's Annual Report (including narrative report and statistical report) since the last visit, in regard to the causes of concerns and the non-met Conditions and Performance Criteria identified in the VTR. Subsequent ARs will be reviewed by the CACB.